



***LOST, ABANDONED, OR FOUND PROPERTY***

***COMPLIANCE WITH THIS PUBLICATION IS MANDATORY***

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OPR: 82 SFS/SFOI (TSgt Butzer)  
Supersedes: SAFBI 31-206, 5 Aug 96

Certified by: 82 SFS/CC (Major Douglass)  
Pages: 05/Distribution F  
HQ AETC/SFX

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***Purpose and Applicability.*** This instruction prescribes procedures and responsibilities for reporting, safekeeping, and disposing of lost, abandoned, or unclaimed personal property. This instruction implements **AFI 31-206, Security Forces Investigations**, locally, **Title 10, U.S. Code, Section 2575**, and **DOD Directive 4160.21-M**. This instruction also applies to tenant units, but does not apply to geographically separated units.

***SUMMARY OF REVISIONS***

A “★” indicates revised material from previous edition.

***1. Terms Explained.***

1.1. Board of Officers - One or more officers or noncommissioned officers appointed to determine the owner of lost or abandoned property.

1.2. Lost, Abandoned, or Unclaimed Personal Property - Personal property in the possession of a government agency which is unclaimed by the owner.

***2. Designated Holding Activities.***

2.1. The Security Forces Investigations Section (82 SFS/SFOI) in building 558 is designated as the general holding activity for lost, abandoned, or unclaimed property.

2.2. The Traffic Management Officer (82 LG/LGTT) has designated building 776 as a holding facility for lost, abandoned, or unclaimed personal property found in transportation channels.

**3. Procedures for Turn-In to Holding Activities.** Items found in the following areas (housing units, storage facilities, and grounds) will be turned in to the Housing Officer. The housing officer will attempt to locate the owner and return the property. If the investigation is unsuccessful, the property will be properly disposed of by the holding agency in accordance with this instruction, **except** in the case of weapons.

3.1. Items found in squadron areas will be turned in to the squadron commander of the area where the property was found. The squadron commander will make a preliminary investigation to determine the ownership and, when possible, return the property to its owner. If this investigation is unsuccessful and the property cannot be returned within three days, the squadron commander will turn the item(s) over to 82d Security Forces Squadron Investigations Section.

3.2. Items found in clubs, the theater, exchange facilities, hospital, exercise facilities, in and around dormitories, Post Office, and other public gathering places will be turned in to the manager of the facility, who will attempt to locate the owner and return the property. If this investigation is unsuccessful, the property will be properly disposed of by the holding agency in accordance with this instruction, **except** in the case of weapons.

3.3. Failure to turn property into Security Forces within the three day suspense will result in the facility being responsible for the proper disposition of the property in accordance with this instruction.

3.4. Items found in other areas of the base will be turned in to the Security Forces.

3.5. Unit commanders and supervisory personnel should make periodic checks of parking lots and other areas under their general control to identify abandoned motor vehicles. Report these vehicles immediately to the Security Forces Desk Sergeant, extension 6-2981.

**4. Responsibilities of the Holding Activity.** The Installation Chief of Security Forces (ICSF), will identify and return property to the owner if possible. A consolidated list of lost, abandoned, or unclaimed private property will be published in the 82 TRW Bulletin twice per month until final disposition is taken.

4.1. The Installation Chief of Security Forces will request board action when necessary. The Commander, 82d Support Group, will appoint a board of one or more officers and/or noncommissioned officers to perform the duties outlined in paragraph 5.

4.2. Unclaimed personal property found in transportation channels will be retained by the Traffic Management Officer. A preliminary investigation, not to exceed 45 days, will be made to identify the owner and return the property. Board action will be requested when necessary. The Commander, 82d Logistics Group, will appoint a board of officers to perform the duties outlined in paragraph 5.

**5. Responsibilities of the Board of Officers.** The board will prepare a written and dated inventory of the property, including its estimated fair market value. During this time, the property shall be kept in safekeeping. If the owner is known, the property will be segregated and tagged with the name of the owner. Toilet articles, cosmetics, and used or soiled personal items, and undergarments will be listed on the property inventory, but may be discarded by the holding activity.

**6. When The Owner Has Been Determined:** The property may be claimed by the owner, the owner's heirs, next of kin, or legal representative at any time prior to disposition. If the property is claimed by any other individual, the transmittal letter or document will contain the following statement: "The action of this installation in transmitting the property does not vest title in recipient. Such property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the state of the owner's residence."

6.1. If the property is not claimed, or if the owner is not found, the property may not be disposed of until the expiration of 120 days following the day notice was mailed to the owner at their last known address. A statement similar to the following will be included in the notice: "Under the law Title 10, US Code Section 2575, you are hereby advised that the property described above will be sold or otherwise disposed of at (time, date, and specific location). A request for the return of the property will be honored if received prior to the time specified. Request for the return of the property after the specified time will be honored only if disposition has not been made." If the Board of Officers determines that packing, handling, transportation, or other changes are not responsibilities of the US Government, the above statement shall be modified to so advise the prospective recipient. The statement shall indicate the manner in which payment for these charges shall be made. The Board of Officers shall coordinate with the DRMO, if necessary, to determine the date and place of sale or other disposal.

6.2. The Board of Officers may, at its discretion, include with notice a release document, Attachment 1. If the release document, properly executed, is returned by the owner the material listed thereon becomes the property of the US Government and may be processed through normal disposal channels. This procedure may not be used when the property in question is subject to a lien (such as an abandoned vehicle purchased through a finance company), unless the release of the lien is obtained.

6.3. Disposition of Property: After the expiration of 120 days following the day the notice was mailed to the owner's last known address pursuant to paragraph 6.1., the Board of Officers may designate release of the property to the finder if they were not in the performance of official duties. A Security Forces patrol or a janitor cleaning a building would be in the performance of official duties. If the finder cannot receive the property, it can be released to a non-appropriated fund instrumentality (NAFI) that can use the property as a part of its program. Property can also be released to a local non-profit charity, military charity, or converted to government use. The next option would be to release the property to DRMO for sale. If the property does not have a fair market value, it can be destroyed.

## **7. *When the Owner Has Not Been Determined.***

7.1. When diligent effort to determine the owner, heirs, next of kin, or legal representative of the owner is unsuccessful, the base property disposal board (subject to the installation commander approval) may dispose of the property as outlined in paragraph 6.3. of this instruction unless it has a fair market value of more than \$300, in which case it must be maintained for 45 days before disposal.

7.2. Turn-In of Property to DRMO: The Board ensures the turn-in of the property to DRMO is accomplished as outlined in this instruction and **DOD Directive 4160.21-M**. When property is transferred to DRMO, the Board will provide a copy of the inventory to the holding activity for use in establishing accountability.

**8. *Property Requiring Special Handling.*** Property such as narcotics, weapons, or other unlawful items will immediately be turned in to the Security Forces, regardless of where it is found. Disposition will be in accordance with governing directives.

8.1. Currency which cannot be delivered to its owner will be turned in to the Security Forces and will be kept as directed in **AFI 31-206**. If no owner is found, the money will be released to the SAFB Accounting and Finance Office.

**9. *Abandoned Vehicles.*** In the event security forces must take custody of an abandoned vehicle, the following procedures apply:

9.1. If a vehicle remains parked in the same place in excess of 30 consecutive days, displays any expired registrations, or its last registered owner has departed Sheppard AFB, it may be considered abandoned. In such cases, the Security Forces will place a DD Form 2504, **Abandoned Vehicle Notice**, on the suspected vehicle.

★ 9.2. Security Forces Investigations will attempt to identify the owner of the vehicle. If the owner can be identified, Security Forces will contact the owner and the owner's unit commander with instructions to have the vehicle repaired or moved. If this fails, the Security Forces will impound the vehicle and accomplish an incident/complaint report to be sent to the member's unit commander for action. If the owner cannot be determined, the Security Forces will impound the vehicle. Vehicles identified as being abandoned will be towed by USAF or contract wrecker to a predetermined area designated by the Chief of Security Forces, and impounded. Inventories for vehicles impounded in the Security Forces impound lot will be conducted using the DD Form 2506, **Vehicle Impoundment Report**. Vehicles towed by contract wrecker will be inventoried by them and processed through the wrecker service until they are properly disposed of.

★ 9.3. For vehicles impounded by Security Forces a certified letter and a DD Form 2507, **Notice of Vehicle Impoundment**, will be sent to the last known address of the last known owner, advising the person of the impoundment. If the owner has not claimed the vehicle within 120

days, or has executed the release document, the vehicle may then be disposed of. The Board of Officers, with the assistance of Security Forces, is responsible for determining if an abandoned vehicle has a lien. This may be accomplished by contacting the state where the vehicle is registered to obtain the name and address of the lienholder on the vehicle title. Lienholders shall be given a notice of the status of the vehicle. The lienholder may claim ownership of the vehicle and receipt for the vehicle at no expense to the US Government.

9.4. Abandoned vehicles can be released to the Auto Hobby Shop for use in their program. The vehicle may not be transferred to the hobby shop for resale; however, they may sell the vehicle parts to program participants. If the hobby shop does not want the vehicle, release it to DRMO in accordance with **DoD Manual 4160.21-M**. The Board of Officers must verify, in writing, that there is no record of a lien on the vehicle. Vehicles may also be released to the Sheppard AFB Fire Department for use in their training program.

**10. Forms Prescribed.** DD Form 2504, **Abandoned Vehicle Notice**, DD Form 2506, **Vehicle Impoundment Report**.

TIMOTHY J. KAUFMAN, Colonel, USAF  
Vice Commander

Attachments

1. Sample Release Document for Unclaimed Property
2. Sample Disposition of Evidence

*Attachment 1***SAMPLE RELEASE DOCUMENT FOR UNCLAIMED PROPERTY**

## RELEASE DOCUMENT FOR UNCLAIMED PROPERTY

Know all persons by these presents that I \_\_\_\_\_  
do hereby unconditionally give to the United States Government all right, title, and interest in and to  
the following described property:\_\_\_\_\_.

The above described personal property of which I was sole and exclusive owner is located at  
Sheppard Air Force Base, Texas.

I hereby authorize the U.S. government to dispose of said property in any manner it may deem  
suitable and hereby release and discharge the U.S. government and its agents from any and all claims  
and demands whatsoever by me, my heir, agents or assigns which could otherwise be asserted because  
of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ day of, \_\_\_\_\_.  
(Year)

\_\_\_\_\_  
(Signature of Individual)

Acknowledged before me by \_\_\_\_\_

at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Year)

\_\_\_\_\_  
**Notary Public.**

*Attachment 2*  
**SAMPLE DISPOSITION OF EVIDENCE**

MEMORANDUM FOR 82 TRA/JA  
ATTENTION:

FROM: 82 SFS/SFOI

SUBJECT: Disposition of Evidence

1. Request disposition instructions on the following pieces of evidence held by Security Forces in \_\_\_\_\_, Case # \_\_\_\_\_.

Offense: \_\_\_\_\_.

Item #(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Disposition: \_\_\_\_\_

\_\_\_\_\_

2. This letter and the evidence tags will be filed with the original case file in the Security Forces Reports and Analysis Section, Bldg #558.

\_\_\_\_\_  
Investigator's Signature Block

1st Ind, 82 TRW/JA

TO: 82 SFS/SFOI

\_\_\_\_\_ I concur with the suggested disposition of item(s): \_\_\_\_\_.

\_\_\_\_\_ I do not concur, disposition is \_\_\_\_\_.